



Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

Request For Formal Proposal (RFFP)

Date: April 14, 2007

Subject: The Sacramento Metropolitan Fire District is requesting written proposals for: a Learning Management System for Emergency Medical Services.

Submit Written Proposal To:

Sacramento Metropolitan Fire District
Address: 2101 Hurley Way
City/Zip: Sacramento, Ca 95825-3208
Attn: Charlotte Tilson
Title: Board Clerk

Direct Technical Inquiries To:

Contact: Ric Maloney, RN CQI Manager
Phone #: (916) 566-4351
E-mail: maloney.ric@ smfd.ca.gov
Fax #:

Written Proposals Shall Be Submitted By:

Date: May 7, 2007
Time: 4:00 p.m. P.D.T.

NO EXCEPTIONS

Late submittals will not be considered. Written proposals must be received by the time and at the location specified above. Postmarks will not be accepted. Proposals addressed to anyone other than the person specified above under "Submit Written Proposal to" section will not be accepted. **Note: All submitted proposals shall be sealed.**

The Sacramento Metropolitan Fire District intends to award the contract to the lowest, responsive, responsible bid. The Sacramento Metropolitan Fire District reserves the right to reject any or all proposals offered in response to this RFFP, and either rebid or take any other action permitted by statute. The District

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reserves the right to negotiate the terms and conditions of any final contract for purchase of the item(s) described herein.

Questions, requests for further information and/or clarification of the proposal process should be directed to:

Purchasing Agent
Sacramento Metropolitan Fire District
2101 Hurley Way
Sacramento, CA 95825-3208
(916) 566-4287

Scope of Work/Specifications:

I. General Description

The Sacramento Metropolitan Fire District (SMFD) is soliciting bids to provide a learning management system for emergency medical services. The learning management system will be used to improve the tracking and delivery of education to all district employees. This includes emergency medical services content, fire suppression content, and administrative content.

II. Requirements

The Sacramento Metropolitan Fire District is requesting vendors supply a proposal that is inclusive of all costs necessary to implement, run, and maintain a learning management system for a firebase EMS system, that includes EMT-1s and Paramedics, operating on engines, trucks, and ambulances. The requirements for this bid are listed below or found in an Appendix. There are five appendices to this document.

Vendors must include information in their RFFP, but not limited to, the items listed below:

1. To be considered, all proposals must adhere to the requirements and submit all information requested as listed in Appendix 1: Instructions For Submitting Proposal.

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2. To be considered, all proposals must adhere to the requirements and submit all information requested as listed in Appendix 2: General Conditions Of Proposal.
3. To be considered, all proposals must adhere to the requirements and submit all information requested as listed in Appendix 3: Vendor Background.
4. To be considered, all proposals must adhere to the requirements and submit all information requested as listed in Appendix 4: Project Specifications.
5. To be considered, all proposals must adhere to the requirements and submit all information requested as listed in Appendix 5: Costing.
6. Each proposal must include the cost for services to be provided, which shall include, but not be limited to: all costs associated with the purchase of the equipment and the maintenance according to manufacturer recommendations.
7. Each bid must include proof of insurance that meets all state statutory requirements.

III. Proposal Submitted

Proposals should be mailed using certified or registered mail with return receipt requested, sent by overnight delivery services, or hand delivered to the Sacramento Metropolitan Fire District at 2101 Hurley Way, Sacramento, California 95825. Proposals submitted by facsimile will not be accepted.

Proposal Costs shall be sealed in a separately contained sealed envelope clearly marked, "Proposal Costs" inside the sealed proposal.

Proposals shall be clearly labeled on the outside packet with vendor's name and bid name: "Learning Management System for Emergency Medical Services."

Surety Requirements:

☐ Capital

The successful bidder, simultaneously with the execution of the construction contract, will be required to furnish a Performance Bond and a Payment Bond in the amount equal to one hundred percent (100%) of the contract price. Only Bonds executed by admitted surety insurers satisfactory to the District and qualifying as defined in Code of Civil Procedure section 995.120 shall be accepted. Surety must be a California-admitted surety and listed by the U.S. Treasury with a bonding capacity in excess of the Project cost. Bonds shall be submitted in the forms set forth in the bid package.

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❑ Consumables

Bid Security shall be made payable to Owner, in an amount of five percent (5%) of the Bidder's maximum Bid price and in the form of a certified check or bank check or a Bid Bond issued by a Surety.

The Bid Security of the Successful Bidder will be retained until such Bidder has successfully delivered the goods requested. If the successful Bidder fails to deliver the goods within sixty (60) days of the awarding of the Bid, the District may annul the award and the Bid Security of the Bidder will be forfeited. Bid Security of other Bidders will be returned within seven (7) day(s) of the Bid opening.

Proposal Openings:

All proposals received will be opened at the date, time and location indicated below:

Date: May 8, 2007

Time: 10:30 a.m., P.D.T.

Location: Sacramento Metropolitan Fire District
2101 Hurley Way
Sacramento, Ca 95825-3208

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Bidder Submission Instructions

Proposal Submission Packet

To successfully submit a formal proposal, bidders are required to submit a sealed bid packet to the location specified in the "Submit Written Proposals To" section above. The bid packet shall contain the following documentation:

- The "Request For Formal Proposal Document" with signature, date and title at the bottom of each page indicating that the formal bid document, including attachments, was received and read.
- A Written Proposal is requested when the specific item or service is not easily identified or detailed specifications are not available. Suppliers are asked to propose their own solution to achieve the desired results. Proposals shall be submitted on company letterhead adhering to the specifications identified in the "Scope of Work/Specifications" section of the Request For formal Proposal. The total cost for the requested project/service shall include all applicable costs (tax, shipping, etc.) and a final total.

Proposal Submission Method

Sealed proposals shall be submitted using one of the following methods:

- In Person – hand delivered to the Sacramento Metropolitan Fire District to the address provided in the "Submit Written Proposal To" section.
- By mail - using certified or registered mail with return receipt requested, or by overnight delivery services to the address provided in the "Submit Written Proposal To" section.

Upon Proposal Award

- Upon Proposal Award, the successful bidder shall submit the appropriate Conflict of Interest Statement.
- Upon Proposal Award, the successful bidder shall provide proof to the satisfaction of the District of appropriate insurance coverage, such as a Comprehensive General Liability policy, a Professional Errors and Omissions policy, or Worker's Compensation policy, depending upon the nature of the services or personal property requested.
- Upon contract award, it becomes the supplier's responsibility to furnish the personal property or special services meeting the specifications stated. Deviations from specifications must be stated by the supplier when making a proposal. If not stated, the District assumes that the specifications are going to be met. Deviations are not automatically acceptable and major deviations must be investigated to determine whether or not all bidders should be advised of a specification change and given the opportunity to resubmit bids.

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